

Schedule of fees for the organisation of examinations by the Passive House Institute

Valid as of 01 January 2025

The fees are to be paid by the examination provider to the Passive House Institute (hereinafter PHI). All figures are exclusive of VAT at the statutory rate.

The fees cover all services for the provision of the examinations on the PHI examination platform, the issuing of the certificates and the listing of the certificate holders on the website www.passivehouse.com/training for a period of five years, including the entry of name and address changes on this website.

The certificates are issued by the PHI and only if all requirements are met.

The fees for each registered examination date and for each registered participant (including repeats), irrespective of the success of the examination, are as follows:

1) "Certified Passive House Designer / Consultant"

From 10 participants	
Basic fee	€ 1100 *
Additional fee per participant	€ 100
Under 10 participants	
Fee per participant (without basic fee)	€ 210

* If the examination is held at more than one location, the basic fee applies separately for each examination location.

2) “Certified Passive House Tradesperson“



From 10 participants	
Basic fee	€ 600 *
Additionally per participant <u>one</u> specialisation	€ 60
Additionally per participant <u>two</u> specialisations	€ 85

Under 10 participants	
Fee per participant <u>one</u> specialisation (without basic fee)	€ 120
Fee per participant <u>two</u> specialisations (without basic fee)	€ 145

3) Additional Seals

(e.g. PHPP Expert, Construction Verifier, Site Supervisor)

From 10 participants	
Basic fee	€ 700 *
Additional fee per participant	€ 70
Under 10 participants	
Fee per participant (without basic fee)	€ 140

* If the examination is held at more than one location, the basic fee applies separately for each examination location.

The following applies in general to the examinations:

The online exam is offered on the PHI's Moodle platform

The exam provider must create exam dates at least 2 weeks before the respective examination. Students must register in the Passive House Portal prior to taking an online exam. Students will be enrolled to the respective exam group on the Moodle platform by the exam provider.



The student's computer is locked by a Safe Exam Browser to prevent the use of other programs during the exam.

The online exam can be conducted as classroom exam or home office exam. For the home office exam the exam provider supervises the students via a video conference (on the students' mobile phones). 3-5 days before each online exam, the exam provider should offer a technical check in which the students get to know the specifics and Moodle.

Please note that for home office online exams, a maximum of 20 participants is allowed. For classroom online exams, the group size is arbitrary.

Fee schedule for checking of project documentation for qualification as a "Certified Passive House Designer/Consultant" (initial qualification or renewal of certificate)

The fees are payable by the assessing body to the PHI. All figures are exclusive of VAT at the statutory rate.

The fee covers all services for checking of the submitted documents by the PHI, issue or renewal of the certificate, and inclusion of the certificate holder in the list on the website www.passivhausplaner.eu for a five-year period including updating of names and addresses on the website.

The certificates will only be issued or renewed by the PHI if all conditions have been met. The responsibility for providing proof of this lies with the applicant.

The fees are payable irrespective of the successful verification of the submitted project documentation.

Charge for each project documentation forwarded to the PHI by the assessing body	€ 250
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